

## EDUCATIONAL EXAMINERS BOARD[282]

### Notice of Intended Action

**Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”**

**Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.**

Pursuant to the authority of Iowa Code section 272.2(2), the Board of Educational Examiners hereby gives Notice of Intended Action to amend Chapter 12, “Fees,” and Chapter 20, “Renewals,” Iowa Administrative Code.

The proposed amendments simplify Chapter 12 regarding fees and will allow for fewer rule changes in the future by establishing a uniform fee unless otherwise stated. All fees for licenses, certificates, authorizations, and statements of professional recognition issued by the Board would remain the same, with the exception of the fee for a teacher intern license, which would be reduced from \$125 to \$85 to mirror the fee for the majority of the Board’s other certifications. The proposed amendments also address an inconsistency between Chapter 12 and Chapter 20 regarding the deadline for submitting documents requested in a licensure application audit and remove cross references in Chapter 20 that would be rendered incorrect by the proposed amendments to Chapter 12. Finally, the proposed amendments would establish a \$25 fee for adding an endorsement to a paraeducator certificate only. Currently, the rules state that the fee for adding any endorsement is \$50.

Any interested person may make written comments or suggestions on the proposed amendments before 4 p.m. on Friday, April 10, 2015. Written comments and suggestions should be addressed to Kim Cunningham, Board Secretary, Board of Educational Examiners, at the address listed below, or sent by e-mail to [kim.cunningham@iowa.gov](mailto:kim.cunningham@iowa.gov), or by fax to (515)281-7669.

Any interested party or persons may present their views either orally or in writing at the public hearing that will be held Wednesday, April 8, 2015, at 1 p.m. in Room 3 Southwest, Third Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa.

At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendments. Persons who wish to make oral presentations at the public hearing may contact the Executive Director, Board of Educational Examiners, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa 50319-0147, or at (515)281-5849, prior to the date of the public hearing.

Any person who intends to attend the public hearing and requires special accommodations for specific needs, such as a sign language interpreter, should contact the office of the Executive Director at (515)281-5849.

These amendments are subject to waiver pursuant to 282—Chapter 6.

After analysis and review of this rule making, there is no anticipated impact on jobs.

These amendments are intended to implement Iowa Code section 272.2(2).

The following amendments are proposed.

ITEM 1. Amend 282—Chapter 12 as follows:

#### CHAPTER 12

#### FEES

**282—12.1(272) Issuance of licenses, certificates, authorizations, and statements of professional recognition.** All application and licensure fees are nonrefundable. The fee for the issuance of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. ~~Initial license shall be \$85.~~
2. ~~Standard license shall be \$85.~~
3. ~~Master educator license shall be \$85.~~
4. ~~Substitute license shall be \$85.~~
5. ~~Provisional occupational (career and technical) secondary license shall be \$85.~~
6. ~~Occupational (career and technical) secondary license shall be \$85.~~
7. ~~Administrator, counselor, or teacher exchange license shall be \$85.~~
8. ~~Initial administrator license shall be \$85.~~
9. ~~Professional administrator license shall be \$85.~~
10. ~~Evaluator license shall be \$85.~~
11. ~~Class A, B, C, D or G license shall be \$85.~~
12. ~~1. Class E emergency license shall be \$150.~~
13. ~~2. Paraeducator certificate shall be \$40.~~
14. ~~Statement of professional recognition shall be \$85.~~
15. ~~Coaching authorization shall be \$85.~~
16. ~~Substitute authorization shall be \$85.~~
17. ~~3. Behind-the-wheel authorization shall be \$40.~~
18. ~~Teacher intern license shall be \$125.~~
19. ~~Professional service license shall be \$85.~~

**282—12.2(272) Fees for the renewal or extension of licenses, certificates, statements of professional recognition, and authorizations.** The fees fee for the renewal or extension of the following licenses, certificates, statements of professional recognition, and authorizations are set as follows a license, certificate, statement of professional recognition, or authorization shall be \$85 unless otherwise specified below:

1. ~~The renewal of the initial license shall be \$85.~~
2. ~~The renewal of the standard license shall be \$85.~~
3. ~~The renewal of the master educator license shall be \$85.~~
4. ~~The renewal of the substitute license shall be \$85.~~
5. ~~The renewal of the occupational (career and technical) secondary license shall be \$85.~~
6. ~~The renewal of the initial administrator license shall be \$85.~~
7. ~~The renewal of the professional administrator license shall be \$85.~~
8. ~~The renewal of the evaluator license shall be \$85.~~
9. ~~The renewal of the AEA administrator license shall be \$85.~~
10. ~~1. The renewal of the paraeducator certificate shall be \$40.~~
11. ~~The renewal of a statement of professional recognition shall be \$85.~~
12. ~~The renewal of the coaching authorization shall be \$85.~~
13. ~~The renewal of the substitute authorization shall be \$85.~~
14. ~~2. The renewal of the behind-the-wheel authorization shall be \$40.~~
15. ~~A one-year extension for renewal of a professional administrator license shall be \$25 if evaluator II has not been completed. The one-year extension will not be issued, pursuant to 282—subrule 19.7(2), on or after July 1, 2008.~~
16. ~~3. A one-year extension for renewal of a coaching authorization shall be \$40.~~
17. ~~4. A one-year extension of the Class A initial license shall be \$25. The This extension may be issued if the applicant needs one additional year to meet the experience requirement for the standard license, but has met Iowa teaching standards, pursuant to rule 282—20.4(272).~~
18. ~~A one-year extension of a Class A, B, C, or D or exchange license shall be \$150.~~
19. ~~5. A \$25 fee for an extension of the initial administrator license may be issued instead of renewing the initial administrator license, if the applicant verifies one of the following criteria listed in 282—subrule 20.8(2).~~
20. ~~The renewal of the professional service license shall be \$85.~~

**282—12.3(272)** No change.

**282—12.4(272) Adding endorsements.**

**12.4(1)** *Fee for each added endorsement.* The fee for each additional endorsement to a license following the issuance of the initial license and endorsement(s) shall be \$50. The fee for each additional endorsement added to a paraeducator certificate shall be \$25.

**12.4(2)** No change.

**282—12.5(272) Duplicate licenses, authorizations, and statements of professional recognition.** The fee for the issuance of a duplicate practitioner's license, ~~evaluator license certificate~~, statement of professional recognition, or ~~coaching~~ authorization shall be \$15.

**282—12.6(272) Late fees.**

**12.6(1)** An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if a ~~renewal~~ an application for renewal, a two-year exchange license, a conversion, Class A, B, C, D, or E license or a statement of professional recognition (SPR) is submitted after the date of expiration of a practitioner's license. Waiver of the late fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

**12.6(2)** No change.

**12.6(3)** Failure to hold valid Iowa license or authorization. An additional fee of \$100 per calendar month, not to exceed \$500, shall be imposed if the practitioner does not hold a valid Iowa license or authorization. The fee will begin to be assessed on the first day of the school year for which the practitioner is employed until the practitioner submits a completed application packet for the appropriate license. The penalty will enforce Iowa Code section 272.7. Waiver of the fee will be granted only upon a showing of extraordinary circumstances rendering imposition of the fee unreasonable.

**282—12.7(272)** No change.

**282—12.8(272)** No change.

**282—12.9(272) Retention of incomplete applications.**

**12.9(1) and 12.9(2)** No change.

**12.9(3)** *Timeline for audited online renewals.* Upon receipt of notification that the online renewal application has been audited, the applicant shall have ~~45~~ 30 days to submit the official transcripts and mandatory reporter verification to the board office. If the materials are not received within that timeline, the applicant will be notified that the application process is closed. If the applicant submits information after the ~~45~~ 30-day deadline, the application process requires submission of a complete set of application materials and fees. If the license expires during the ~~45~~ 30-day deadline and the applicant is teaching, the school district will be notified that the applicant's license is expired and the individual shall not continue teaching until the complete application materials are submitted to the board office.

**12.9(4)** *Request for additional time.* If the applicant is not able to submit the application materials within the ~~45-day~~ deadline, the applicant may contact the executive director with a request for additional time. The applicant must submit verification as to the need for the additional time. The executive director will review the request and provide a written decision either approving or denying the request.

These rules are intended to implement Iowa Code chapter 272.

ITEM 2. Amend rule 282—20.4(272) as follows:

**282—20.4(272) Specific renewal requirements for the initial license.** In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272). If a person meets all requirements for the standard license except for the options required in rule 282—13.7(272), paragraph "2," the initial license may be renewed upon written request. A second renewal may be granted if the holder of the initial license has not met the options required in rule

282—13.7(272), paragraph “2,” and if the license holder can provide evidence of teaching employment which will be acceptable for the experience requirement. ~~Following payment of the appropriate fee (see rule 282—12.2(272), paragraph “17”),~~ a A Class A license may be issued instead of the renewal of the initial license for another initial license if the applicant verifies one of the following:

1. The applicant is involved in the second year of the mentoring and induction program, but the license will expire before the second year of teaching is completed.
2. The applicant has taught for two years in a nonpublic school setting and needs one additional year of teaching to convert the initial license to the standard license.

ITEM 3. Amend rule 282—20.8(272) as follows:

**282—20.8(272) Specific renewal requirements for the initial administrator license.** In addition to the provisions set forth in this rule, an applicant must meet the general requirements set forth under rule 282—20.3(272).

**20.8(1)** No change.

**20.8(2) Extension.** ~~Following payment of the appropriate fee (see 282—subrule 12.2(19)),~~ an An extension of the initial administrator license may be issued instead of the renewal of the initial administrator license; if the applicant verifies one of the following:

- a.* The applicant is involved in a mentoring and induction program, but the license will expire before the first year of administrative experience is completed.
- b.* The applicant has one year of administrative experience in a nonpublic school setting or in an out-of-state setting and needs one additional year of administrative experience to convert the initial license to the professional license.